

LYMAN-DAYTON FIRE COMMISSION (FC)
Minutes of Meeting – December 12, 2013

Location: Goodwin's Mills Fire Station – called to order at 6:33 p.m.

Present – Fire Commissioners: Amos Gay, Don Hernon, Jim Roberts, Wendell Smith, Ray Demers; Fire Chief Rod Hooper, Ann Paquette, Clerk. Lyman Selectmen: Steve Marble, Vicki Gavel; Dayton Selectman: Scott Littlefield

Absent - Fire Commissioner: Jim Sotir; Dayton/Fire Department Treasurer: Angela Cushman

Handouts

- Draft Minutes of 11/14/13
- Meeting Agenda for 12/12/13
- Proposed GMFR Personnel Policy on Earned Benefits
- Change to Regulation 1105 Human Resources – 9.0 Payroll Deductions
- Proposed Warrant Articles: Excess Ambulance Service Revenue, Ambulance Billing Services, Use of Fire Truck Account Funds
- Protocol for Disposal of Excess Fire Department Equipment
- Memorandum – Fire Chief's Goals/Objectives for year-ending 6/30/2014
- Request to Fire Commission from Selectmen (Lyman, Dayton) on Capital Improvement

FC Votes Taken/Results – After discussion FC members **voted** as follows:

- **Approved**
 - Minutes of 11-14-13 FC meeting; as amended; to be posted on Lyman/Dayton Town websites.
 - Protocol for Disposal of Excess Fire Dept. Equipment as modified (see below)
 - HR Reg. 1105, Section 9.0 – Payroll Deductions on garnishment of wages
 - Warrant Article: Ambulance Billing Services as amended ("annual" transfer)
 - Authorization for Fire Station Security System to be modified to permit annual testing; cost to be billed to Fire Station modernization general
 - Memos to Record regarding completed personnel investigations – accepted as amended
 - Waiver of uninsured patient's diabetic intervention invoice of \$150
- **Tabled**
 - Draft of Internet Use Policy
 - GMFR Personnel Policy, Section 9.2: Paid-Time Off
 - Warrant Article – Use of Fire Truck Account Funds

Action To Be Taken – After discussion, FC members agreed on the following:

- **Fire Chief** will contact Maine State Security Systems to modify fire station security system to permit annual testing; cost to be billed to Fire Station modernization general contractor

- **Fire Chief** to arrange for Sean McPherson of MRD Billing (EMS billing company) to speak at next FC meeting on proposed changes to EMS billing
- **Fire Chief** to contact Greenwood or FEMCO to conduct cost analysis of selling ladder truck and evaluation of 1987 pumper truck. Results to be submitted to Selectmen.
- **FC Wendell Smith** will invite Selectmen from both towns to hear Sean McPherson's 30-minute presentation
- **FC Secretary Don Hernon** to send amended protocol for Disposal of Excess Equipment to Selectmen
- **FC Secretary Don Hernon** to email last year's Fire Chief evaluation form to FC for possible changes/updates
- **FC Secretary Don Hernon** will work with FC Ray Demers on language of GMFR Personnel Policy 9.2 B to clarify use of vacation timeline (fiscal vs. anniversary date)

Treasurer's Report – tabled until next meeting as Treasurer absent from meeting.

Excess Equipment Disposal – action for Selectmen decision on items extended to 30 days. Bid process will be used. If this system proves to be inefficient, a silent auction may be tried in the future. Proposal was also amended with removal of second sentence of Section 6, starting with "at request of FC". Proposal to be resent to Selectmen for their information

Fire Station Security System Access Code – per David Ordway's email correspondence, Littlefield Brothers could be brought to small claims court for breach of contract. In the meantime, to be compliant with annual testing requirements, system will be modified to permit annual testing; invoice and cover letter will be forwarded to Littlefield Brothers. Future action, if necessary, will be based on type of response from Littlefield Brothers.

Selectmen Presentation – Steve Marble, Vicki Gavel, and Scott Littlefield presented formal written request for additional information on proposed capital improvement program. Three issues: equipment, per diem, draft budget. Response from FC due January 12, 2014.

Diabetic Intervention Policy – policy needs to be reviewed/updated, especially for uninsured diabetic patients who receive no transport and given only oral glucose. Cost is minimal.

Grants – Per Fire Chief's report, FEMA grant request for pumper tanker submitted on 12/4/13; decision by April, 2014. Senator Susan Collins is writing letter of support. Forestry Grant application submitted on 11/15/13; decision expected by year-end.

Memos to Record – FC reviewed and approved four Memos to Record that provide FC action taken regarding completed Personnel Investigations.

Proposed Warrant Articles – FC reviewed three proposed warrant articles for Town meetings;

- Excess Ambulance Revenue – previously approved by FC on 8-26-13; no changes
- Ambulance Billing Services – approved by 3-1 vote, as amended (annual transfer)
- Use of Fire Truck Account Funds – tabled until after January 23rd meeting with Selectmen and Budget Committees

FC Secretary will send all approved proposed warrant articles to Selectmen after resolution of the “Use of Fire Truck Account Funds” article.

Next Regular Meeting- Thursday, January 9, 2014, 6:30 pm at Goodwin’s Mills Fire Station.

Meeting with Selectmen and Budget Committees – Thursday, January 23, 2014, 6:30 pm at Lyman Town Hall.

Meeting adjourned: 9:30 p.m.

Submitted, as recorded, this date of December 12, 2013, by FC Clerk, Ann Paquette.